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2011

OSA 1302-62  
13 March 1963

25/11/81 REVIEWED: 064540

MEMORANDUM FOR: Chief, Security Branch, OSA

RECORDED: Installation of Tape Recorders in  
the Operations Control Room

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1. This memorandum confirms conversations of 13 March 1963  
between [redacted] Security Branch/ADMIN/OSA, and [redacted]  
[redacted] Commo/OSA, relative to the subject installation.

2. The Chief, Commo Staff, OSA, is in receipt of a  
written request from Chief, Operations Division, OSA for instal-  
lation of conference recording facilities in the Operations  
Control Room. Based upon this request, two tape recorders,  
Revere Model 204-2, have been ordered.

[redacted] These recorders are due to  
be delivered in April 1963.

3. Subject to the approval of Chief, Operations Division,  
it is tentatively planned to hang two microphones from the  
ceiling in the Control Room just above each end of the main  
conference table. Microphone cable would be concealed in the  
overhang and routed to the Control Room cubicle. Operation  
and monitoring of the tape recorders will be the responsibility  
of Operations personnel.

4. While the installation was not intended to be elaborate,  
should the Operations Division have requirements for recording  
telephone conversations pertinent to operations, it would be  
advisable to stress those requirements at this time. Two tape  
recorders have been ordered in an effort to insure continuity  
of conference coverage. The tape recorders could provide  
the flexibility required for multi-purpose recording as well.

5. Consistent with existing security provisions, it is  
requested that action be initiated for completing the instal-  
lation of microphones and associated cables. It is further  
requested that the modus operandi for conference recording, as  
it applies to security matters, be established by you.

6. Additional information concerning the installation may  
be obtained from [redacted]

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OSA/COMMO

